

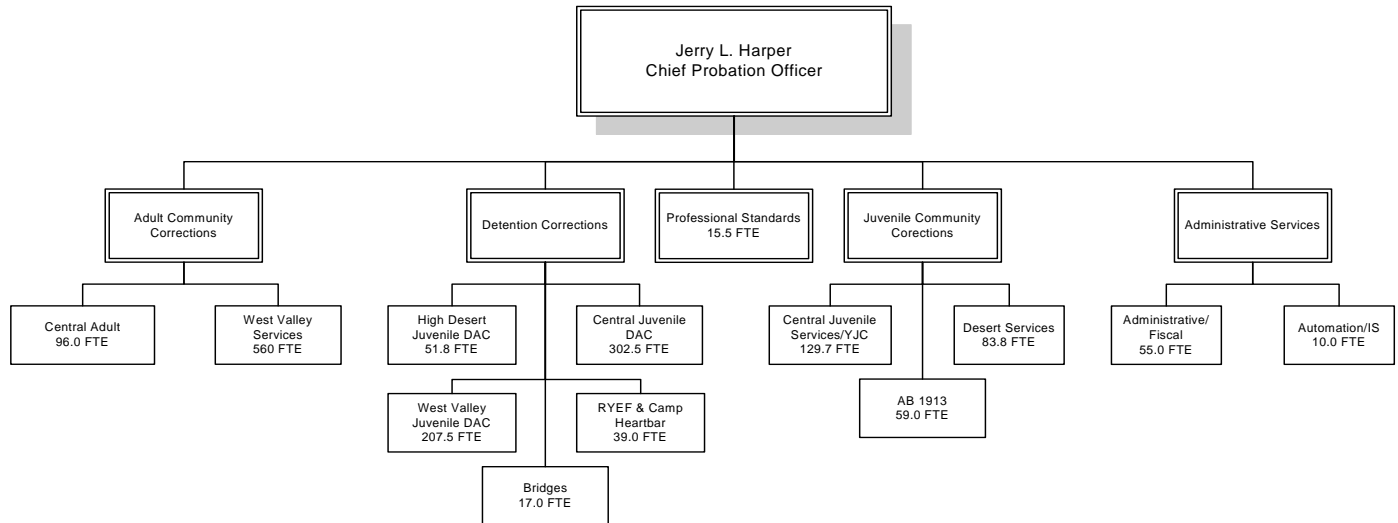
# PROBATION

## Jerry L. Harper

### MISSION STATEMENT

To protect the community through assessment, treatment and control of adult and juvenile offenders by providing a range of effective services based on legal requirements and recognized professional standards.

### ORGANIZATIONAL CHART



### SUMMARY OF BUDGET UNITS

2004-05

	Operating Exp/ Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Admin & Community Corrections	35,876,996	22,884,596	12,992,400		447.0
Court-Ordered Placements	5,382,883	-	5,382,883		-
Detention Corrections Bureau	44,827,870	13,366,748	31,461,122		617.8
AB 1913 Special Revenue	11,174,709	5,544,314		5,630,395	59.0
<b>TOTAL</b>	<b>97,262,458</b>	<b>41,795,658</b>	<b>49,836,405</b>	<b>5,630,395</b>	<b>1,123.8</b>

## Administration and Community Corrections

### DESCRIPTION OF MAJOR SERVICES

The Community Corrections Bureau provides adult and juvenile probationer investigation and case management services. As the primary public safety arm for probation, the Bureau focuses on providing efficient and cost-effective strategies, thereby promoting safe and vibrant communities to maximize the quality of life for all residents in San Bernardino County.

Probation Administration is responsible for overall management efforts of the department. To ensure safe field services and institutions, administration focuses on leadership with integrity and satisfaction of customers and staff.



## BUDGET AND WORKLOAD HISTORY

	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Actual 2003-04</b>	<b>Final 2004-05</b>
Total Appropriation	32,210,164	33,879,650	32,250,331	35,876,996
Departmental Revenue	21,949,340	20,846,422	23,001,480	22,884,596
Local Cost	10,260,824	13,033,228	9,248,851	12,992,400
Budgeted Staffing		458.6		447.0

### Workload Indicators

#### Adult Services:

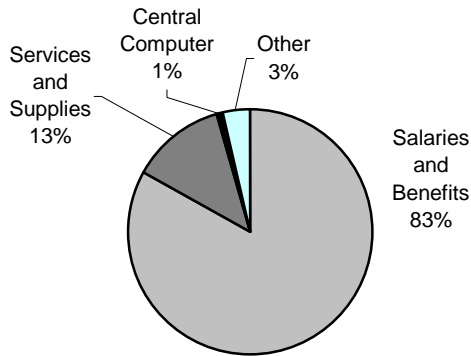
Supervision (avg)	17,787	20,000	18,750	20,000
Investigations (avg)	12,197	14,000	14,959	14,500
Electronic Monitoring (avg)	58	75	49	75

#### Juvenile Services:

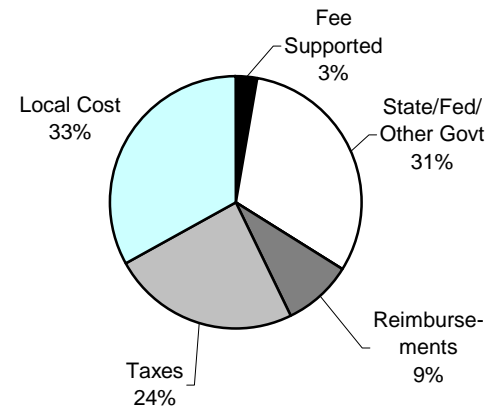
Supervision (avg)	3,265	3,700	3,083	3,300
Investigations (avg)	2,772	3,000	3,996	3,100
Intake/Community Services Team	9,691	7,800	11,664	9,200

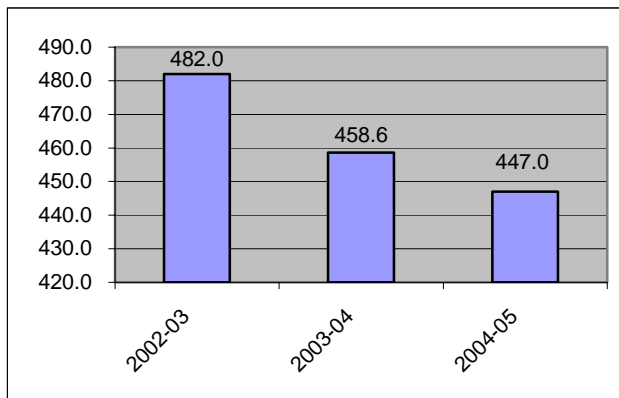
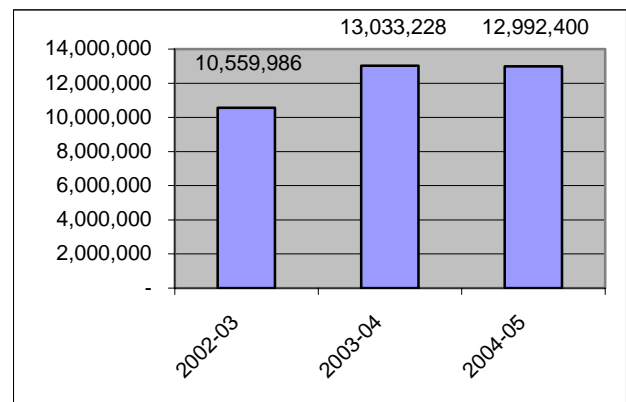
Ongoing expense reduction efforts including hiring controls, deferred equipment purchases, reduced travel and training, efficiencies in service contracts, and redeployment of county vehicles resulted in material savings in services and supplies for 2003-04. A significant increase in Title IV-E federal revenue, due to improved claiming practices, accounts for the largest portion of the positive revenue variance.

### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



### 2004-05 BREAKDOWN BY FINANCING SOURCE



**2004-05 STAFFING TREND CHART****2004-05 LOCAL COST TREND CHART**

**GROUP: Law & Justice**  
**DEPARTMENT: Prob - Admin**  
**FUND: General**

**BUDGET UNIT: AAA PRB**  
**FUNCTION: Public Protection**  
**ACTIVITY: Detention & Corrections**

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	30,362,209	30,835,960	31,636,564	1,071,214	32,707,778
Services and Supplies	3,867,406	5,007,920	5,259,926	(311,488)	4,948,438
Central Computer	311,159	311,159	411,138	-	411,138
Other Charges	61,699	74,500	74,500	255,400	329,900
Vehicles	-	28,600	28,600	71,400	100,000
Transfers	867,725	973,165	973,165	(28,051)	945,114
Total Exp Authority	35,470,198	37,231,304	38,383,893	1,058,475	39,442,368
Reimbursements	(3,518,467)	(3,351,654)	(3,351,654)	(213,718)	(3,565,372)
Total Appropriation	31,951,731	33,879,650	35,032,239	844,757	35,876,996
<b>Departmental Revenue</b>					
Taxes	7,432,570	7,432,570	8,413,820	1,125,000	9,538,820
State, Fed or Gov't Aid	14,386,107	12,194,705	12,194,705	104,166	12,298,871
Current Services	1,302,778	1,217,147	1,217,147	(172,242)	1,044,905
Other Revenue	(157,754)	2,000	2,000	-	2,000
Other Financing Sources	37,779	-	-	-	-
Total Revenue	23,001,480	20,846,422	21,827,672	1,056,924	22,884,596
Local Cost	9,248,851	13,033,228	13,204,567	(212,167)	12,992,400
Budgeted Staffing		458.6	445.6	1.4	447.0



DEPARTMENT: Prob - Admin  
 FUND: General  
 BUDGET UNIT: AAA PRB

## SCHEDULE A

## MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>2003-04 FINAL BUDGET</b>	<b>458.6</b>	<b>33,879,650</b>	<b>20,846,422</b>	<b>13,033,228</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	1,920,163	-	1,920,163
Internal Service Fund Adjustments	-	470,015	-	470,015
Prop 172	-	-	981,250	(981,250)
Other Required Adjustments	-	40,392	-	40,392
<b>Subtotal</b>	<b>-</b>	<b>2,430,570</b>	<b>981,250</b>	<b>1,449,320</b>
<b>Board Approved Adjustments During 2003-04</b>				
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Impacts Due to State Budget Cuts</b>	<b>(13.0)</b>	<b>(1,277,981)</b>	<b>-</b>	<b>(1,277,981)</b>
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	<b>445.6</b>	<b>35,032,239</b>	<b>21,827,672</b>	<b>13,204,567</b>
<b>Board Approved Changes to Base Budget</b>	<b>1.4</b>	<b>844,757</b>	<b>1,056,924</b>	<b>(212,167)</b>
<b>TOTAL 2004-05 FINAL BUDGET</b>	<b>447.0</b>	<b>35,876,996</b>	<b>22,884,596</b>	<b>12,992,400</b>



DEPARTMENT: Prob - Admin  
FUND: General  
BUDGET UNIT: AAA PRB

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Transfer staff from institutions (PRN) Training and aftercare responsibilities will be coordinated by administration (PRB). Transfer 7.0 FTE including 1.0 probation custody specialist II, 2.0 probation custody specialist I, and 4.0 probation officer II.	7.0	597,470	-	597,470
2. Reductions in Adult Case Management/Supervision The department believes that continued investment in the lives of juvenile offenders and other at-risk youth will help the county avoid other costs related to destabilized families, criminal behavior, substance abuse, and family violence. For these reasons, staff recommends reducing the Adult Case Management program to salvage juvenile services. Eliminate 2.0 FTE probation officer III and 12.0 FTE probation officer II positions. All 14.0 positions are currently filled. Reduce adult supervision fee revenue accordingly. The adjustment enables the transfer of \$1,211,859 in local cost to institutions to help offset the impact of the TANF reduction. The balance of this reduction partially offsets the transfer of training and aftercare responsibilities to this budget unit.	(14.0)	(1,713,166)	(148,713)	(1,564,453)
** Final Budget Adjustment - Fees Increase adult investigation fees to offset actual costs, based on ability to pay, as determined by the court.	-	10,005	10,005	-
** Final Budget Adjustment - Policy item related to State Budget Restore adult case management staff, including positions denoted in #4 below.	17.0	1,559,461	1,273,713	285,748
3. Delete unfunded grants The adverse economy has affected many agencies, resulting in the deletion or partial funding of various department grants, including: 1) State: PASSAGES adult grant deleted (eliminate 2.0 probation officer II positions); 2) Federal: COPS juvenile grant deleted (eliminate 9.0 probation officer II positions--schools in the Bear Valley/Rim districts and Ontario/Montclair district were able to fund these positions); 3) Federal: IMPACT/Night Light juvenile grant decreased (eliminate 1.0 supervising probation officer, 4.0 probation officer II, and 1.0 clerk II--leaving 1.0 probation officer II position); 4) PROP 36 at same funding level, but inadequate to fund existing positions (eliminate 3.0 probation officer III and 3.0 probation officer II positions, and redirect to other 1000 series costs; 5) JAIBG grant decreased; and 6) Federal: SB 933 decreased.	(21.0)	(1,594,775)	(1,610,736)	15,961
4. Increase worker's compensation charges by deleting positions. Add mandated worker's compensation surcharge of \$322,979, not included in local cost target. Requires deletion of 3.0 supervising probation officer positions (\$322,979) from Adult Case Management/Supervision to maintain funding level. These 3.0 positions are currently filled.	(3.0)	6,920	-	6,920
5. Revise Title IV-E revenue forecast Federal Title IV-E revenue is based on family maintenance (permanency) and family reunification efforts, to reduce the number of children in out-of-home care and the length of time of these placements. Claims reimburse costs for case management activities by probation officers and probation corrections officers to the juvenile population. Reimbursement for services has increased over the last few years, and is now being recorded more accurately. To maximize reimbursements, this action allocates the revenue to add 0.5 transcriber typist II, 0.7 PSE, 0.8 extra help probation officer II, 1.0 FTE for overtime, 1.0 business application manager (transfer from AB 1913 grant) and 6.0 probation officer II positions--otherwise deleted due to state budget impact.	10.0	1,714,902	1,714,902	-
6. Adjust various 5000 series appropriations/reimbursements Transfers Out - net decrease of (\$28,051), resulting from an increase to EHAP (\$3,852); increase in rents (\$25,519); increase sheriff/court notices (\$3,116); and decrease in HSS admin support (\$60,538). Transfer In - net increase of \$213,718 in reimbursements, due to increase to ILSP (\$205,648); increase TAD/AFDC (\$28,810); increase Fout Springs (\$30,128); decrease LLEBG (\$20,268) with 0.6 position; and decrease administrative overhead (\$30,600) to sheriff for pre-trial detention.	(0.6)	(4,968)	-	(4,968)
7. Risk management liability adjustments Adjust target increases for risk management liabilities, to distribute appropriately among funds. This change accommodates a transfer of \$244,876 to PRN, and eliminates \$2,538 that belongs with the sheriff for pre-trial detention.	-	(247,334)	-	(247,334)
8. Adjust revenue to reflect AB 3000 changes AB3000 was passed by the legislature in 2001, and became effective in January 2003. This legislation reprioritized the distribution of fines to insure that victims are paid first, followed by the state, and lastly county probation. The resulting projected loss of income is \$200,240.	-	(200,240)	(200,240)	-
9. Adjust various other revenues Adjustments to reflect actuals.	-	-	17,993	(17,993)
** Final Budget Adjustment - Policy item related to State Budget Add adult sex offender unit to enhance public safety.	6.0	716,482	-	716,482
<b>Total</b>	<b>1.4</b>	<b>844,757</b>	<b>1,056,924</b>	<b>(212,167)</b>

\*\* Final Budget Adjustments were approved by the Board after the proposed budget was submitted.

